

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide **five (5)** paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by March 28, 2005. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost

accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for greater than \$500,000.00.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF SERVICES

VENDOR AS-NEEDED CONSTRUCTION ADMINISTRATION, DBE CONTRACTOR, OFFICE TECHNICIAN AND CONSTRUCTION INSPECTION SERVICES ON STATE AND LOCAL GOVERNMENT PROJECTS

LOCATION:

These projects will be at various locations throughout the City of Detroit.

CONTROL SECTIONS AND JOB NUMBERS:

C.S.	82122(82123)	J.N.	52803A, 80694A, 60364A, 60386A, 60396A, 72518A
C.S.	82123(82124)	J.N.	45199A, 48608A, 59284A, 51502A, 78719A
C.S.	82123(82124, 82194)	J.N.	37795A, 51503A, 59284A, 78827A
C.S.	82121	J.N.	55667A
C.S.	82072	J.N.	72407A
C.S.	82111	J.N.	75706A, 78776A
C.S.	82072	J.N.	75185A, 82831A, 79752A
C.S.	82400	J.N.	58214A
C.S.	82132(82072)	J.N.	78780A
C.S.	82252	J.N.	79504A
C.S.	82143	J.N.	79751A
C.S.	82143(82252)	J.N.	77901A
C.S.	82073	J.N.	80012A

PROJECT DESCRIPTION/PROJECT ENGINEER MANAGER DESIGNATION:

This Scope of Services is for possible use on all projects under the administration responsibility of the Detroit Transportation Service Center. The specific projects to be worked on will be at the direction of the Project Engineer Manager. All invoices submitted by the Consultant will be detailed so as to show each project worked on by control section and job number along with dates and hours per employee per each project.

The Consultant shall contact the Project Engineer Manager (PEM) prior to beginning any work on this Contract.

I Primary Prequalification Classifications:

Road Construction Engineering
Bridge Construction Engineering

II Secondary Prequalification Classification:

Aggregate Construction Inspection & Testing
Bituminous Plant Inspection & Testing
Bituminous Pavement Inspection
Density Inspection & Testing
Portland Cement Concrete Inspection & Testing
Technical Assistance
Engineering Assistance

DBE Requirement: 0%

Anticipated Start Date: May 15, 2005
Anticipated Completion Date: May 14, 2006

MDOT Project Engineer Manager: Victor Judnic, P.E.
Delivery Engineer Detroit TSC
1400 Howard St.
Detroit, MI 48216
Phone: 313-965-6350
Fax: 313-965-6340

GENERAL:

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Consultant shall also furnish materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department shall be through the designated Project Engineer Manager or his/her designee.
- B. The Services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant shall wear personal safety equipment in accordance with MDOT policy while on the project.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant shall notify the Project Engineer Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Engineer Manager.

GENERAL DESCRIPTION OF ENGINEERING SERVICES:

The Consultant shall provide, to the satisfaction of the Department. Engineering Services as generally described as vendor as-needed construction administration, DBE Contractor, Office Technician and construction inspection services on State and Local Government projects for work assigned by the Project Engineer Manager and/or referenced in the Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and all other applicable references, guidelines, and procedures manuals associated with this work and until satisfactory completion of each assignment(s).

ENGINEERING SERVICES TO BE PERFORMED BY THE CONSULTANT:

A. For Construction Administration, DBE Contractor and Office Technician Assistance, for State Projects, the Consultant shall:

1. **Documentation Processing:** Assist in the processing of all required documentation including but not limited to Contract Modifications, Work Orders, Request for Extension of Time, Maintain Project Files, Calculation of Final Quantities, Preparing Final Estimate Packages, etc.. Keep the Project Engineer Manager updated of project documentation processing activities. All documentation shall be completed using the most recent version of Field Manager.
2. **Claim Review and Analysis:** Assist in the resolution of contentious issues. Conduct a review and analysis of all appropriate contract documentation pertaining to the contentious issues. Compile appropriate documents and assist in preparation of position letters relative to the contentious issues. Keep the Project Engineer Manager updated of all activity.
3. **Constructability Review:** Assist, during the design phase of projects, by participating in constructability reviews of projects assigned by the Project Engineer Manager. Report results of review to the Project Engineer Manager.
4. **Miscellaneous Special Assignment:** Perform special assignments based on the direction, guidelines and desired results of the Project Engineer Manager. Complete the assignments within the allotted time frame and to the satisfaction of the Project Engineer Manager.
5. **Computer Equipment:** The Consultant may be required to furnish computer equipment as deemed necessary by the Project Engineer Manager, to perform the services as listed above and at no direct cost to the performance of these services.
6. **Assist the Detroit TSC in the administration of the Disadvantaged Business Enterprise program in Wayne County:** Assist DBE contractors in pre-qualification, bidding and construction of MDOT projects. The vendor will accept phone calls from DBE contractors requesting assistance on construction problems, contractor pre-qualification, bidding of contracts, interpretation of contract documents, payment and other related project questions. They will attend the yearly DBE Conference, the monthly pre-bid meeting and other meetings as requested by the Project Engineer Manager, Delivery Engineers or TSC Manager. The vendor will prepare a bi-weekly report on their activities for the PEM. The vendor will document problems and complaints and provide the information to the Office of Equal Opportunity, Construction and Technology Division and the PEM. The vendor will work to resolve issues thru the TSC Managers.
7. **Assist the Detroit TSC in providing Office Technician:** The Consultant shall provide an office technician to maintain the files for various projects in accordance with MDOT procedures, when required by the Project Manager. The Consultant inspector(s) will coordinate with the Consultant and/or Department provided office technician to submit the required documentation, as indicated elsewhere in this scope of services.

B. For Construction Engineering Inspection Assistance for State Projects, the Consultant shall:

1. The consultant will provide the necessary inspection, and testing equipment needed to carry out the inspection and testing services.
2. The consultant will provide the inspector(s) lab top computers (or equivalent) with the most current Field Manager and/or Field Book software, and the inspector(s) will produce all daily

inspection reports in this format. The inspectors will deliver all inspection reports to the Project Manager's office daily.

3. The Inspector(s) shall have sufficient technical qualifications and experience to perform the services required in a timely manner to avoid delay to the construction Contractor.
4. Any violation of the NPDES permit by the construction contractor must be immediately reported to the Project Manager.
5. The inspector(s) shall provide assurance of Contract compliance with Traffic Control requirements on a daily basis and document compliance or non-compliance.
6. Provide appropriate coordination, contact, and cooperation with affected local, state, and/or federal agencies; other Consultants and other Contractors; the general public; utilities and railroad companies; and local police, fire, and emergency services which may be affected by the Project and which are deemed to be the responsibility of the Consultant and/or the Department.
7. The Consultant shall be equipped with cellular phones. The phones cannot be charged as a direct expense to the project. Nextel phones with the direct connect option are requested but not required.
8. The Consultant shall immediately bring to the attention of the Project Manager any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution or significantly impact project cost or time.
9. Maintain daily diaries, sketches, logs and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extensions of time, problems, issues, discrepancies, or other items brought to the attention of the Consultant by the Contractor.
10. Sample and/or test materials to be incorporated in the work, including but not limited to, concrete quality assurance testing, on-site aggregates, and density testing and reporting, according to Materials Source Guide, and reject Contractor's work and materials not meeting the Specifications, Plans, Proposal, the Michigan Construction Manual, Materials Quality Assurance Manual, and all other applicable references, guidelines, and procedures manuals.
11. Coordinate with MDOT office to make certain that acceptable test reports and material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site. Submit all necessary material test reports.
12. For aggregate, concrete, density, and bituminous testing, utilize only personnel certified according to current Department requirements.

The concrete testing inspector will be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association.

Any inspector involved in sampling or testing of Hot Mix Asphalt must be a Michigan Qualified Bituminous QC/QA Technician.

Any inspector performing sampling or testing of aggregates must be a current Michigan Certified Aggregate Technician.

Any person performing density testing or handling of nuclear density testing equipment must have complete the Michigan Density Technology Certification Program and successfully completed radiation safety training.

13. Prepare periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project which may include, but are not limited to:
 - a. Inspector's Daily Report
 - b. Work Orders (Form 1137)
 - c. Moisture and Density Determination Reports (Form 582BM)
 - d. Inspector's Report of Concrete Placed (Form 1174A-M)
 - e. NPDES Reports
 - f. Bi-Weekly construction progress report (Form 1129A)
 - g. Labor Compliance, such as the Weekly Employment and OJT Report (Form 1199)
 - h. Weekly Statement of Working Days Charged (Form 1116)
 - i. Final quantity sheets
 - j. Force accounts
 - k. Contractor Evaluation (Form 1182) and
 - l. Other records and/or reports as required for the individual project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals.

SERVICES TO BE PERFORMED BY THE DEPARTMENT:

- A. The Project Engineer Manager shall furnish to the Consultant Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Engineer Manager for the Services required herein.
- B. The Project Engineer Manager shall provide general monitoring and quality auditing inspection of the Project to assure that the Project has been completed in reasonable conformance with the plans and specifications for Project acceptance and to determine that the work performed to date by the Consultant for Services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.
- C. The Project Engineer Manager shall provide desk working space and file storage space necessary for the Services required herein.
- D. The Department shall furnish concrete cylinder breaks, off-site aggregate testing, off-site inspections and tests of steel, cement, HMA mixture designs, sewer and drainage pipe, structural steel, pre-stressed girders and beams, traffic signs, and any other materials tested by the Department laboratories with its own forces or by statewide contracts.
- E. The Department shall provide the HMA plant inspection required for Quality Assurance and will submit the QA reports to the Consultant inspector(s)/engineer(s) for analysis and action. The Department shall perform soil borings and subsurface investigation as necessary throughout the contract.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal

The hours billed for the inspector will not begin until the inspector reports to the project site, the Detroit TSC office, or the project site office. Timesheets shall be submitted to the PEM biweekly for approval and a copy provided to the PEM after PEM signature.

The fixed fee allowed for this project is eleven percent (11%).

March 2005